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Office of the President

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MEMORANDUM CIRCULAR NO. 23

Series of 2012

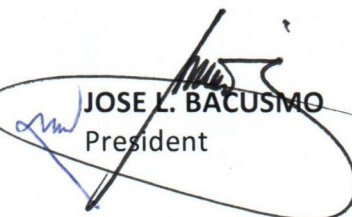
T O: All Concerned Faculty/Staff

R E: Working Committees for the 2012 Grand Alumni Homecoming

This is to inform you that the 2012 Grand Alumni Homecoming will be on May 18-19, 2012. To ensure the success of said activity, you are hereby designated as Chairpersons/Members of the working committees to plan and implement the activities of your respective committees.

In this connection, **all designated chairpersons and members of the different committees** are requested to **attend a meeting on April 25, 2012 at 2:00 p.m., New Balay Alumni**, for a briefing to finalize the needed preparations for the two-day activities.

Please be guided accordingly


JOSE L. BACUSMO
President



VSU ALUMNI ASSOCIATION INC. (VSUAAI)
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WORKING COMMITTEES
VSU ALUMNI GRAND HOMECOMING
May 18-19, 2012

1. Steering Committee

Chairperson: Dr. Edgardo E. Tulin
Co-Chairperson: Dr. Anabella B. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno
Members: Dr. Jose L. Bacusmo Dr. Oscar B. Posas Prof. Efren Saz
Prof. Winston Tabada Ms. Ginas Aurea A. Villagonzalo
Dr. Teofanes T. Patindol Mr. Jesus Freddy M. Baldos

Functions:

- Provides overall supervision in the preparation and actual conduct of activities.
- Monitors the progress of the different committees

2. Solicitation and Finance

Chairperson: Ms. Argina M. Pomida
Co-Chairperson: Ms. Nicole N. Florentino
Members: Dr. Zenaida C. Gonzaga Mr. Clyde F. Colis Ms. Helen P. Seco
Ms. Renilda T. Kuizon Mr. Freddy Baldos Ms. Pamela Boholst
Ms. Adelina M. Enales Ms. Elena T. Elias Ms. Vangie Geraldo
Ms. Elsie Salamat Dr. Elmer Bandalan
Ms. Gina Aurea A. Villagonzalo

Functions:

- Initiates strategies to solicit funds in support of the homecoming.
- Scouts possibilities for recruiting private companies/benevolent alumni for sponsorship
- Consolidates the budget for the entire affair
- Coordinates with the committee chairpersons on their budget requirement
- Takes charge of disbursing funds
- Helps solicit souvenir items for the kit and prizes for the parlor games

3. Invitation and General Program

Chairperson: Dr. Teofanes A. Patindol
Co-Chair: Mr. Freddy Baldos
Members (in VSU): Dr. Anabella B. Tulin Mr. Vicente Cordero
Ms. Janice Marie Monderondo Ms. Vangie E. Geraldo
Dr. Elmer Bandalan Ms. Emily Concillo
Ms. Estela S. Serrano Ms. Joy B. Baltonado
Ms. Nicole Florentino Ms. Argina Pomida
Mr. Ernesto Bulayog Ms. Tessie Alkuino
Mr. Raul L. Abit Ms. Helen Seco
Mr. Clyde Colis Mr. Leonardo Frutas
Mr. Jojo Paredes Alumni Communicators

Functions:

- Plans, designs and facilitates the printing of the general program of activities.
- Prepares and sends invitation letters to alumni and to their respective office heads/supervisors
- Coordinates with Ms. Janice Monderondo of ACRO office for the recent addresses of the alumni from the database compiled
- Taps the assistance of chapter officers/coordinators for the distribution of invitations and other information about the homecoming
- In coordination with the Secretariat and Alumni Board, invites and sends programs to VSU key officials and guests.
- Coordinates with the Publicity Committee.
- Provides venue and schedule of thanksgiving services
- Prepares certificates, awards and tokens.

4. Publicity and Documentation

Chairperson: Prof. Ernesto Bulayog
Co-Chair: Mr. Freddy Baldos Dr. Rotacio Gravoso
Members: Prof. Allan Loreto Dr. Editha Cagasan Mr. Jed Asaph Cortes
Ms. Adelina Carreno Ms. Marissa Cano Ms. Janice Marie Monderondo
Mr. Genaro Godoy Mr. Glenn Largo ALUMNI COMMUNICATORS

Functions:

- Posts announcements/posters/streamers at strategic places two weeks before the homecoming.
- Disseminates the homecoming program of activities thru TV and radio and print media.
- Secures permit from Baybay Mayor's Office for hanging of streamers at different strategic places outside the VSU campus
- Documents the activities of the entire affair. Prepares a photo album, video and article for turnover to VSUAAI Secretary after the affair.

5. Registration/Secretariat/Kit

Chairperson: Prof. Rose D. Poliquit
Co-Chair: Ms. Avelina V. Oclinaria
Members: Prof. Winston Tabada Ms. Gilda Nayre
Mr. Vicente Cordero Ms. Nicole Florentino Ms. Renilda Truya
Ms. Tessie Alkuino Ms. Nilda Amestoso Ms. Edralin Malasaga
Ms. Alice Flores Ms. Elsa Umpad Ms. Honey Sofia Colis
Ms. Argina Pomida Ms. Lilian Nuñez Prof. Fatima Balina
Ms. Nerissa P. Bartolini Ms. Janice Marie Monderondo

Functions:

- Establishes and carries out a mechanism for systematic registration of alumni
- Prepares attendance sheets, registration forms, and pledge forms for major projects of the VSUAA .
- Secures tables and chairs to be used during the registration
- Takes charge in getting the attendance and summary of attendees for presentation during the Alumni Night

6. Reception/Ushering

Chairperson: Prof. Rosalina D. Poliquit
Co-Chair: Ms. Winefreda Oclinaria
Members: Dr. Annabella B. Tulin Ms. Gloria Bancale Ms. Sofia B. Pono
Ms. Rosa Ophelia Velarde Ms. Mericel Cua Ms. Honey Sophia Colis
Dr. Annie Gravoso Dr. Ma. Theresa P. Loreto Ms. Doryn Jan Avila
Ms. Flora Mae Duatin Ms. Estela S. Serrano Mr. Jayzon G. Bitacura
Mr. Randy Omega Prof. Ruffa Capuno Mr. Clyde F. Colis

Functions:

- Welcomes and ushers visiting alumni and guests especially during the major activities of the two-day affair (welcome program, alumni night, fellowship and symposium)

7. Accommodation

Chairperson: Ms. Helen P. Seco
Co-Chair: Ms. Cecil Joy Duatin
Members: Mr. Jayzon G. Bitacura Ms. Gloria Bancale Ms. Honey Sophia Colis
Ms. Winefreda Oclinaria Ms. Rosa Ophelia Velarde Ms. Mericel Cua
Ms. Becky Napiere Ms. Vilma Olleras Dr. Ma. Theresa P. Loreto
Ms. Lilia Vega

Functions:

- Prepares a complete list (with specifications) of all lodging facilities in the University and neighboring barangays
- Facilitates or guides the attendees to their selected lodging house after registration

8. Transportation and Motorcade

Chairperson: Mr. Jerry Vestra
Co-Chair: Mr. Clyde Colis
Members: Mr. Raul Abit Mr. Andy Amihan Mr. Ruben Mercado, Jr
Prof. Climaco Espina Prof. Dario Lina Prof. Arsenio Ramos
Mr. Freddy Baldos Mr. Jhonson Royo Mr. Felix Ocon
Dr. Pastor Garcia Mr. Brevido Gonzaga Mr. Jojo Paredes

Mr. Gonzalo Andrade
Dr. Antonio Abamo

Dr. Eutiquio Sudaria
Dr. Pete Armenia

Mr. Eusebio Olleras

Functions:

- Makes arrangement with the PPO for the use of vehicles for hauling of tables, chairs, sound system and other paraphernalia to the venue
- Facilitates or guides the attendees to their selected lodging house after registration
- Prepares and processes trip tickets for the alumni campus tour and motorcade
- Secures permit from Baybay Mayor's Office for the motorcade
- Plans for a successful, colorful and lively motorcade
- Prepares and decorates vehicle for the Alumni King and Queen entourage

9. Food

Chairperson: Dr. Zenaida Gonzaga

Co-Chair: Ms. Helen P. Seco

Members: Ms. Helen A. Puna Prof. Nena Ramos Ms. Rebecca Napiere
 Ms. Ma. Vanjie E. Geraldo Dr. Nelen Lambert Ms. Alice Flores
 Ms. Delyn Modina Ms. Carolina Vergara Ms. Berta Ratilla
 Ms. Argina Pomida Ms. Heidi Lasquites Dr. Roberta Lauzon
 Ms. Nancy Dumaguining Ms. Lilia Vega Dr. Lorena Galvez

Functions:

- Plans menu for the different meals and snacks to be served during the two-day affair.
- Contacts caterer(s) and make reservations.
- Monitors and coordinates closely with the Registration Committee as to the number of registered alumni for food reservation and estimates.
- Coordinates with the caterer(s) on the system of food service
- Coordinates with the Hall Preparation and Light & Sound Committee for the arrangement of chairs and tables
- Sees to it that there is water and coffee.
- Prepares meal tickets

10. Lights and Sounds

Chairperson: Prof. Ernesto Bulayog

Co-Chair: Dr. Roberto Guarte

Members: Mr. Felix Ocon Mr. Nilo Leorna Engr. Pol Encierto
 Mr. Jerry Vestra Mr. Jeffrey Cagande Prof. Dario Lina
 Mr. Jess Giron Mr. Johnson Royo Mr. Lemuel Preciados
 Mr. Federico Godoy Prof. Alan B. Loreto

Functions:

- Prepares and Sets-up lights and sounds at the VSU Garden and Beach Resort, Balay Alumni Grounds, VSU Gym and other venues for the Alumni Plenary, Fellowship, Alumni Night, and Symposium.
- Negotiates with sound system operators and for their services during the two-day affair.
- Negotiate with band and bugle corps for their services during the motorcade.

11. Venue/Stage Preparation and Decoration

Chairperson: Ms. Gloria Bancale

Co-Chair: Prof. Ernesto Bulayog/ Felix Ocon

Members: Prof. Mario Baliad
 Dr. Milagros C. Bales Ms. Carolina S. Vergara Mr. Jerry Vestra
 Prof. Flora Mia Duatin Ms. Cecile Joy Duatin Ms. Estella S. Serrano
 Ms. Joana V. Rollo Mr. Nilo Mandras Mr. Andy Amihan
 Mr. Jhonson Royo Mr. Gonzalo Andrade Ms. Estela S. Serrano
 Mr. Federico Godoy Mr. Noel Borigon Mr. Jojo Paredes
 Mr. Leonardo Frutas Prof. Arsenio Ramos Prof. Rosa Ophelia Velarde
 All Freshmen batches '82 and 85
 Alumni Communicators

Function:

- Decorates the registration area, VSU Garden Beach Resort (Barrio Fiesta motif) , the VSU gym for the Alumni Night (Hollywood glam motif), the VSU mall and the vehicles for the K and Q motorcade/parade.
- Negotiates for the free use of the venues (VSU Garden Beach Resort, Sea Front Suite, Balay Alumni, VSU Gym and other amenities) and other amenities

12. Alumni Night/Day 1 Entertainment

Chairperson: Ms. Nicole Florentino
Co-Chair: Prof. Ernesto Bulayog
Members: Mr. Janjo Vega Prof. Alan Ramal Prof. Elsie Salamat
Mr. Brando Buot Mr. Lemuel Preciados Ms. Estela Serrano
Mr. Jovel Aberilla Ms. Jo M. Bo Dr. Alma Joglekar
Ms. Jude Sales Ms. Maris Cano Ms. Joy B. Baltonado
Ms. Argina Pomida Ms. Josephine M. Bo Ms. Valen Macahilo
Ms. Renilda Truya Ms. Gemma Lavella Ms. Theresa Patindol
Ms. Lilybeth Alfonso Ms. Gi-Gi Tabada Dr. Noel Sedigo
Ms. Gloria Bancale Mr. Freddy Baldos Alumni Communicators
MS. Gie Subere

Functions:

- Plans for the smooth conduct of the Alumni Night celebration
- Plans and Prepares the entertainment during the first day and the Alumni night program.
- Coordinates with the Hall Preparation and Lights & Sound committee re preparation of the venue and installation of necessary equipment for Day 1 activity and Alumni Night.

13. Alumni King and Queen

Chairperson: Prof. Argina Pomida
Co-Chair: Prof. Elsie Salamat
Members: Prof. Ivy Capangpangan Ms. Helen P. Seco Ms. Flora Mia Duatin
Dr. Roberta Lauzon Ms. Cecil Joy Duatin Dr. Milagros Bales
Prof. Allan Ramal Ms. Andreli Pardales Ms. Gloria Bancale
Ms. Gina Aurea Villagonzalo

Coordinators:

Ms. Ivy Capangpangan - Main Campus
Prof. Elsie Salamat - Tacloban Chapter
Ms. Estela S. Saballa - Cebu Chapter
Ms. Mila Lasquites - Mindanao Chapter
Ms. Josephine M. Bo - Luzon Chapter
Ms. Gina Aurea Villagonzalo - Southern Leyte
Ms. Reigh Monreal/Joseph Lacea- Bohol Chapter

Functions:

- Informs and encourages the different Chapter officers to put up a candidate
- Prepares and sends to Chapter president/coordinator the guidelines/mechanisms for counting of proceeds
- Sets deadline for submission of names of candidates
- Conducts two canvassings:
- Prepares canvass results to be signed by the committee members
- Endorses proceeds to VSUAA Treasurer
- Prepares the paraphernalia for the King and Queen

14. Department/College Reunions

Chairperson: Dr. Teofanes A. Patindol
Co-Chair: Dr. Zenaida Gonzaga
Members: Dr. Annabella Tulin Ms. Helen Seco Mr. Freddy Baldos
Ms. Janice Marie Monderondo Ms. Nicole Florentino Ms. Argina Pomida
Dr. Victor Asio Dr. Dolores Alcober Dr. Salome Bulayog
Dr. Roberta Lauzon Dr. Roberto Guarte Dr. Ma. Theresa Loreto
Prof. Rosalina Poliquit Prof. Elsie Salamat Dr. Lito Bestil
Dr. Dilberto Ferraren Prof. Manuel Casangcapan Dr. Dolores Alcober
Dr. Eugene Lañada Dr. Eunice Beray Dr. Editha Cagasan
Dr. Antonia Cecilia Sandoval **Alumni Communicators**

Functions:

- Arranges with the University President and other officials for the conduct of department or college reunions
- Coordinates with department chairman on possible ways of conducting the department or college reunion including tracking of department alumni and submission of activity report to the Secretariat after the activity.
- Secures ways to provide logistical support (i.e, transportation, snacks, venue) to each group
- Coordinates with the Publicity and Documentation Committee

15. Alumni Plenary and Symposium

Chairperson: Dr. Teofanes Patindol

Co-Chair: Dr. Zenaida C. Gonzaga

Members: Prof. Rosa Ophelia Velarde Ms. Gloria Bancale
Dr. Mila Bales Ms. Felix Ocon
Prof. Lilian Nunez Vicente A. Cordero
Prof. Freddy Baldos Ms. Marissa M. Cano

Functions:

- Plans for the conduct of the Alumni Plenary (venue, time, etc)
- Invites and informs persons of their roles in the Alumni Plenary
- Coordinates with the Publicity and Documentation on the documentation of the activities
- Makes arrangements with the prospective symposium speaker/s
- Attends to the logistical requirement of the Symposium

16. Fun Games/Fun Run

Chairperson: Mr. Felix Ocon

Co-Chair: Mr. Clyde Colis

Members: Mr. Jerry Vestra Ms. Nicole Florentino Ms. Adelina Modina
Ms. Andreli Pardales Ms. Rowena Sinon Dr. Evelyn Cortez
Mr. Ruben Mercado, Jr. Ms. Flora Mia Duatin Ms. Cecile Joy Duatin
Ms. Judith Paredes Ms. Connie Miro Ms. Fe Velarde

Functions:

- Plans the mechanics of the games
- Takes charge in the conduct of the games
- Coordinates with the finance committee on the materials needed and prizes.

17. Fireworks and Sky Lantern

Chairperson: Felix Ocon

Co-Chair: Clyde Colis

Members: Dr. Roberto Guarte Prof. Alan Loreto Prof. Elsie Salamat
Ms. Argina Pomida Ms. Cecile Joy Duatin Mr. Jerry Vestra
Ms. Nicole Florentino Ms. Adelina Modina Mr. Nilo Leorna
Mr. Jhonson Royo Mr. Federico Godoy Prof. Ernesto Bulayog

Functions:

- Contacts supplier and prepares fireworks and lantern display
- Coordinates with the finance committee on the materials needed